

POSITION DESCRIPTION
PROTOCOL COORDINATOR
GS-0301- 11

I. INTRODUCTION

The position is located on the personal staff of the Commander, U.S. Marine Corps Forces, Special Operations Command (MARSOC), Camp Lejeune, North Carolina. MARSOC is one of four components of U.S. Special Operations Command (USSOCOM). The Commander, MARSOC, is a U.S. Marine Corps Major General (O-8) and reports to the Commander, U.S. Special Operations Command. In this capacity, the Commander MARSOC exercises command over a force of nearly 3000 active duty personnel from the U.S. Marine Corps, U.S. Navy, as well as civil service and contract civilians. The mission of MARSOC is to train, organize, equip, and when directed by the Commander, U.S. Special Operations Command (USSOCOM) to deploy task organized, scaleable, and responsive U.S. Marine Corps special operations forces worldwide in support of combatant commanders and other agencies.

The primary purpose of this position is to serve as the Protocol Coordinator, performing administrative/clerical, organizational and logistical support of distinguished visitors and social events hosted by the Commander of a very large, complex organization.

SPECIAL REQUIREMENTS

The incumbent must be able to obtain and maintain a final Secret security clearance.

The incumbent may be required to work other than normal duty hours which may include evenings, weekends, and/or holidays. Periodic travel is required. Incumbent may be required to deploy in a temporary additional duty capacity to an overseas area incident to a crisis or wartime.

Must possess and maintain a valid states driver's license and on-base driving privileges.